

Job Title: Public Engagement Officer (PEO) - CITIIS 2.0

Responsibilities

The PEO shall be directly responsible for overseeing the project's stakeholder engagement, communication and visibility related aspects. The PEO will be a part of the CITIIS 2.0 city program team and support in activities including programmatic and operational. The responsibilities of the incumbent shall include, but will not be limited to:

- Develop a Stakeholder Engagement Plan (SEP) of the project in accordance with the guidance note issued by the CITIIS PMU at the National Institute of Urban Affairs;
- Facilitate the deepening of partnership platforms and networks across the city, and coordinate outreach events to ensure continuous citizen participation, consultation and feedback for the project;
- Develop creative knowledge products (IEC material including print & digital brochure, newsletter, videos, other user-friendly information, education and communication material) based on requirements targeting different stakeholders with clear dissemination plan;
- Plan and manage events as required, including hiring of event management agency where applicable;
- Liaise with media agencies to ensure coverage of project activities;
- Develop content and update the social media, websites, newsletters, press releases and any other distribution channels to deliver the project content and ensure visibility;
- Ensure the branding guidelines of the CITIIS program are strictly adhered to and met across all digital and print communication, including branding of assets built under the CITIIS program;
- Attend trainings and workshop conducted by the CITIIS PMU.

Skills and Qualifications

- Post graduate or equivalent level preferably with a focus on mass communication, journalism, social work, development studies or related fields from a recognized university or institute;
- Minimum 5 years of professional experience with at least 3 years in the government/development sector;
- Experience of working on waste management projects will be an added advantage;

- Ability to draft clearly and concisely, ideas and concepts in written and oral form; specific skills in writing press releases and articles/stories for print and electronic media;
- Ability to synthesize diverse information and preparing high quality, professional and timely reports;
- Self-driven with a high degree of responsiveness and proactivity;
- Excellent communication and interpersonal skills.

Remuneration: The remuneration will be negotiable considering the prevailing local industry standards for the position.